



Vacancy Manifesta 16 Ruhr - OPERATIONS COORDINATOR (m/f/d)

What is Manifesta?

Manifesta rethinks the relations between culture and society by investigating and catalysing positive social change in Europe through contemporary culture in dialogue with the social sphere of a specific place. Since 1996, the Manifesta biennial takes place in a different European city every two years. Manifesta 16 Ruhr will take place across a variety of cities in the Ruhr Area in 2026 and will focus on transforming former churches into space for culture and community. The Manifesta 16 Ruhr headquarters are in Gelsenkirchen-Ückendorf. The Manifesta 16 team is looking for an **OPERATIONS COORDINATOR** to join to work with the Heads of Department and their teams on the operations of the biennial.

Job Description

As part of the Manifesta 16 team, the **OPERATIONS COORDINATOR** will support the Head of Department in the operational side of their activities. This role will focus on setting the necessary structure and processes for the proper running of the biennial meeting international quality standards.

Core tasks and responsibilities

- Define and implement an overall strategy for technical risk assessment and securing the permissions and use of the biennial venues with public administration.
- Develop all necessary documents for requesting permissions from local authorities, such as licenses, change of use, fire brigade, safety & security approvals, permission for public space activities, etc. Lead the communication with the administration and manage the obtention of all necessary permissions.
- Create a matrix of decision-making processes aligning the different departments, stakeholders and legal departments to consolidate and synergize approvals.
- Develop and implement, with the support of the producers, safety and security plans for each venue as well as the emergency plans.
- Define and implement a mobility plan, based on a brief for visiting all venues part of the biennial, within clusters as well as between cities, considering all types of visitors, from international to national, regional and local. Be in contact with the public transport organisations and local administration offices for definition, negotiation and implementation of mobility support in the region. Define, implement and coordinate special transport solutions for preview and opening days, for special events and for periods when a raise of visitors is expected.
- Develop and implement an overall operating plan of the biennial including staffing, logistics and ticketing in venues. Control of audience numbers and monitor and adjust the plan during the biennial to guarantee the event's excellence.
- Create a framework for necessary steps which guarantees legal, operational, and executive plan for the opening weekend once this is agreed upon. Prepare the organisation and coordination of the opening events including development of safety and security plans, contracting and coordinating services and





suppliers, management and implementation of technical equipment and definition and management of support and security staff.

- Support in the procurement and tendering of big contracts.

Candidate's profile

- Technical or creative background, e.g. in design, architecture, visual arts, film, art or theatre production, or a comparable field.
- Proven experience in large events coordination/project management
- Good knowledge of local administration processes and events regulations
- Excellent organizational skills, flexibility and ability to work well in a team
- Proven experience in risk assessment
- Knowledge of German public procurement regulations
- An ability to work well under pressure
- Proven high-level attention to detail and follow through with an ability to exercise initiative
- Ability to interact with an international team, as part of a larger structure.
- Fluent in German and English (both spoken and written).
- Willingness to work irregular hours and ability to travel.

Employment conditions

The **OPERATIONS COORDINATOR** needs to be based in the Ruhr Area for the full duration of the contract. Occasional travel may be required.

Starting date: 01.10.2025, until mid-December 2026. This is a full-time position which requires occasional work on evenings and weekends.

Diversity and inclusion are firmly anchored in our corporate culture. Therefore, we welcome all applications, regardless of gender, age, disability, religion/belief, ethnic origin or sexual identity.

You can find our data protection information [here](#).

Application

Please send your letter of motivation and CV in English by 31.08.2025 to m16jobs@manifesta.org, with Operations Coordinator in the subject line of the email. Interviews will be conducted by Tatiana Tarrago, or a delegate from her department.

Interviews will take place in September in Gelsenkirchen or online.